



May 22, 2024

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-11
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL EQUAL OPPORTUNITY OFFICERS

FROM: ERIN MCGEE
Acting National Director
Office of Job Corps

ERIN MCGEE

Digitally signed by ERIN MCGEE
Date: 2024.05.22 13:06:01 -04'00'

SUBJECT: Preventing and Combating Discrimination on the Basis of Gender Identity in the Job Corps Program

1. Purpose.

The Office of Job Corps (OJC), in consultation with the Civil Rights Center (CRC) of the Department of Labor, has developed this Program Instruction Notice (PIN) for applicants and students in the Job Corps program. Federal civil rights laws impose requirements of nondiscrimination and equal opportunity with regard to sex, including gender identity, in all aspects of the Job Corps program.¹ This notice is intended to explicitly affirm Job Corps’ commitment to recognize and respect the gender identity of its applicants and students. This notice is also intended to inform applicants, students, and staff that discrimination and harassment in the Job Corps setting will not be tolerated. This PIN replaces PIN 14-31 *Ensuring Equal Access for Transgender Applicants and Students to the Job Corps Program.*

2. Definitions.

- “Gender identity” refers to an individual’s internal sense of being male, female, or another identity, including agender, nonbinary, gender fluid, gender nonconforming, genderqueer. One’s gender identity is not necessarily visible to others.
- “Sex assigned at birth” refers to the sex that is assigned, generally by a medical professional, at or before an infant’s birth, which is most often based on external genitalia, and is sometimes based on, internal reproductive organs, hormones, hormone expression, and chromosomes. Sometimes the terms birth sex, natal sex, biological sex, or sex are used

¹ See, e.g., 29 U.S.C. 3248; 29 CFR part 38.

for this characteristic; however, “sex assigned at birth” is the recommended and more accurate term.

- “Gender expression” refers to how a person presents or expresses their gender identity to others, such as through clothing, hairstyles, voice, and mannerisms.
- “Cisgender” refers to people whose gender identity matches their sex assigned at birth; for example, a person assigned female sex at birth whose gender identity is woman/female.
- “Transgender” or “Trans” refers to people whose gender identity is different from their sex assigned at birth (for example, a person whose sex assigned at birth is female and whose gender identity is man/male).
- “Nonbinary” is a term used by people who identify as neither entirely male nor entirely female, including those who identify as having no gender, a gender other than male or female, or more than one gender. Other terms for people who do not identify as male or female include agender, bigender, genderfluid, and genderqueer, among others. Some nonbinary people identify as transgender, while others do not.
- “Gender nonconforming” refers to individuals whose gender expression is different from societal expectations related to gender.
- “Gender fluid” refers to individuals who have different gender identities at different times.
- “Transition” is a broad term commonly used to refer to the ongoing process by which a person takes steps to live according to their gender identity rather than the sex they were assigned at birth. Gender transition looks different for every person. A person’s transition may or may not include a combination of social changes (e.g., name, pronouns, appearance, and/or clothing), legal changes (e.g., name used on legal documents and/or legal gender markers), and medical changes (e.g., gender-affirming hormone therapy and/or surgeries).
 - Note: Not all transgender and nonbinary people want to medically transition or are able to access the resources necessary to do so. However, regardless of whether, how, or when a person takes any, some, or all of these transition-related actions, their gender identity should be respected and affirmed.
- “Gender-affirming care” refers to health care that aligns a person’s body/physical characteristics with their gender identity. Some—but not all—transgender individuals seek to undertake this care.
 - Note: “Sex change surgery” and “sex reassignment surgery” are disfavored and often inaccurate terms that should not be used as a synonym to the term gender - affirming care. A wide array of medical treatments that may or may not include surgery, such as puberty blockers or hormone therapy, may be administered to affirm an individual’s gender identity; thus, the more accurate term “gender-affirming care” should be used.
- “Transgender woman” refers to a person whose sex assigned at birth was male but whose gender identity is female.
 - Note: The terms “male-to-female” or “MTF” may be offensive and should not be used to describe a transgender woman.
- “Transgender man” refers to a person whose sex assigned at birth was female but whose

gender identity is male.

- Note: The terms “female-to-male” or “FTM” may be offensive and should not be used to describe a transgender man.

3. **Background.**

Every Job Corps student is entitled to learn in a safe and supportive setting, free from harassment and discrimination. Job Corps is committed to providing a welcoming and safe environment for all its students.² There are applicants to and students in the Job Corps program who are transgender and nonbinary. Transgender applicants and students in Job Corps may be at different stages of transition, and thus may need support or individual arrangements while completing their Job Corps training. Some applicants may dress and express themselves consistent with their gender identity; some may have received, or be receiving, gender-affirming care; some may use names that are not yet reflected through a legal change. The decision about whether and how to undergo gender transition is personal and private, and it depends on the unique circumstances of each individual.

Not all transgender or gender nonconforming individuals will have the same needs, but all are entitled to the same considerations, and like everyone, should be treated with dignity and respect.

4. **Action.** Center operators must adhere to the guidelines outlined below.

(a) **Equal Access for All Job Corps Applicants and Students**

The below applies to all Job Corps staff who interact and engage with Job Corps applicants and students, including Outreach and Admissions Staff, Career Technical Training Instructors, and Career Transition Services (CTS) Providers.³

Outreach and Admissions staff must interview each applicant to discern pertinent data needed to make a determination of eligibility based on the Workforce Innovation and Opportunity Act (WIOA) eligibility requirements referenced in Exhibit 1-1, Job Corps Eligibility Requirements. All Job Corps staff must take reasonable steps to provide meaningful access to the application process regardless of the applicant’s gender identity.

Job Corps center staff that engage with prospective students must allow for confidential conversation(s) with prospects, upon their request, to discuss how the Job Corps center must

² The instructions in this PIN are applicable to all Job Corps staff engaging with applicants and students, regardless of gender identity (e.g., cisgender, transgender, nonbinary, or another gender identity). Additionally, there are specific considerations to be made when supporting applicants and students whose gender identity and/or expression differs from their sex assigned at birth. Throughout the PIN, terms such as “transgender,” “transgender and gender nonconforming,” and “nonbinary” are used interchangeably and should be understood as applicable to any applicant or student whose gender identity and/or expression differs from their sex assigned at birth. Such phrases should not be interpreted as exclusive of other gender identities, unless specifically stated.

³ Staff members who have religion- or conscience-based objections to the policies and procedures outlined in this PIN should consult with their supervisors regarding accommodations or exemptions that may be available under federal laws such as the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb *et seq.* Such objections may be raised at any time. Insofar as the application of any requirement under of this PIN violates RFRA, such application shall not be required.

refer to the transgender or gender nonconforming student, e.g., appropriate name and pronoun use in person and in written communications. Some transgender and gender nonconforming students are not open about their gender identity for reasons such as safety concerns or lack of acceptance. Job Corps center staff must direct any questions about state laws regarding communications with parents to OJC's national office.

The student's preference regarding communications outside of Job Corps must be documented in the student's record to minimize potential unauthorized disclosures of their gender identity.

(b) Applications and Center Records

Students may wish to use names and/or pronouns that correspond to their gender identity rather than what appears on their identification documents or in their online MyJobCorps application.

Job Corps centers and all staff must use the name and personal pronouns (e.g., he/him/his, she/her/hers, they/them/their) that the student elects to use in interactions with the student, including in the dorms, academic and career technical classrooms, and all other center departments and areas (health and wellness, recreation, cafeteria, etc.). Continued and/or intentional misuse of a person's name and pronouns—known as “misgendering”—is disrespectful and could breach the person's privacy, and it may also constitute unlawful discrimination on the basis of sex.

The center maintains a permanent student record that includes the student's name and sex that appear on legal documents. For some transgender students, the legal name or sex designation in their record may not reflect their identity. In situations where center staff or administrators are required by law to use or to report those students' legal names or sex designations on legal documents, such as for purposes of standardized testing or official records, staff and administrators must adopt practices to avoid the inadvertent disclosure of the student's legal name or sex beyond the explicit purpose for which it is required, and to avoid inadvertent disclosure of the student's legal name or sex to any other person or audience.

For all other situations, and in all records and documents that do not require using a student's legal name or sex designation, Job Corps center staff must use the name and gender used by the student. Job Corps data systems producing student records (e.g., classroom rosters, name tags) must reference only the name the student uses and/or the student's unique identifier.

If a student changes their legal name and/or sex designation pursuant to a court order or through amendment of state- or federally issued identification, Job Corps center staff must update the student's official record to reflect the change(s) upon receipt of documentation.

In almost all circumstances, questions about whether a student has obtained gender-affirming care are unnecessary and inappropriate. Confidential medical information about individual students, including information related to a student's transition and, in some circumstances, information about a student's transgender status, is protected by federal law, and disclosure must be limited. All such information must be maintained in the student health record, apart

from any other information about the individual, and treated as confidential.

(c) Dress and Appearance

Students may wish to wear the clothing and/or hairstyle generally associated with their gender and/or express their gender identity in other ways.

All Job Corps students must wear the appropriate attire based on the centers' student dress codes. For all students, regardless of gender identity, Job Corps centers must not maintain dress codes that restrict the clothing or appearance of students on the basis of gender. Dress codes, which generally should be gender neutral, must not interfere with a person's expression of gender identity.

Dress and appearance codes that are not gender neutral must have a legitimate, nondiscriminatory rationale and be consistent with the requirements for participating in academic and career technical training at the center. Where dress and appearance codes differ based on gender, students must be allowed to dress consistently with their gender identity. For example, a student assigned as male at birth, but whose gender identity is female, must be allowed to dress consistently with other women in the trade.

Job Corps center management must review dress and appearance codes to ensure that (1) any requirement that applies to only one gender is not significantly more difficult to comply with than are requirements applicable only to another gender, and (2) the policies do not demonstrate any discriminatory or sex-stereotypical intent.

(d) Housing, Restroom, and Shower Access

Prior to and during enrollment in Job Corps, a discussion must take place between the student and relevant Job Corps staff regarding appropriate housing options, taking into consideration the student's gender identity, safety, and preferences.⁴ If a student so desires, whenever possible, dormitory assignments must be based on the student's gender identity (as opposed to their sex assigned at birth), regardless of whether the student has had any gender-affirming medical care. Students shall not be required to undergo, or provide proof of, any medical procedure to use facilities designated for use by a particular gender. For students whose gender identity is nonbinary, again, the housing preference of the student must be discussed and respected, whenever possible. Job Corps center staff must direct any questions about housing assignments to OJC's national office.

All students' safety is a paramount consideration in making living assignments. Job Corps center staff must talk confidentially with students about their privacy and safety needs to determine where they will feel safest, particularly if the student is currently transitioning or is presenting as their gender only in some settings. Transgender and gender-nonconforming students may not be forced to room separately merely because of other students' preferences or biases. In some cases, however, a student may feel safest being placed in a specially designated room (separate from gender-designated housing), either alone or with a friendly

⁴ See Job Corps' Policy and Requirements Handbook, Chapter 1.6, available at [PRH 1.6 Assignment and Departure](https://prh.jobcorps.gov/Enrollment%20Services/1.6%20Assignment%20and%20Departure/) or <https://prh.jobcorps.gov/Enrollment Services/1.6 Assignment and Departure/>.

and supportive roommate, if such a room can be provided. This decision must be made only in collaboration with the transgender or gender-nonconforming student. Job Corps center staff must take all available actions to protect Job Corps students.

Job Corps center staff must have a discussion with transgender students about the option to disclose their gender identity to any potential roommates. Note, not all students will opt to disclose their gender identity. If a transgender student chooses to disclose their transgender status, they must be allowed to decide whether to have the discussion directly with the potential roommate(s) or to allow staff to have the discussion. Again, transgender students shall not be required to be housed in separate dorms because of other students' preferences or biases. However, if there are students who do not wish to share a room or dorm with transgender or gender-nonconforming students, the objecting students should be offered the choice to be housed separately or with other students.

These guidelines also apply to the use of other gender-segregated facilities, such as locker rooms, showers, and bathrooms. Centers must not assign transgender or gender-nonconforming students to use gender-specific facilities based solely on their assigned sex at birth but, rather, must engage in the process described above to arrive at a solution that respects students' gender identity, safety, and privacy. If some students object to using such facilities with transgender or gender-nonconforming students, the students may seek to use a single-use or standalone restroom or shower room/stall, if available. As with housing assignments, single-use or standalone facilities that are available may also be provided to transgender and gender-nonconforming students upon the student's request, but such use must not be required.

(e) Disclosure of Gender Identity

A student's transgender status must be treated with sensitivity and confidentiality. A transgender applicant or student does not have to disclose their transgender status to anyone at Job Corps.

Additionally, the Job Corps program may not inform others in or outside Job Corps about the student's transgender status without the student's permission. Job Corps center staff must direct any questions about state laws regarding parental notification to OJC's national office.

Center staff must instruct other students and employees that inappropriate, intrusive, and/or unwelcome questions and comments about the individual's gender identity or transgender status may constitute unlawful harassment. Similarly, under some circumstances, "outing" a transgender student by telling others about their transgender status could constitute unlawful harassment.

If a transgender student wishes to keep information about their transgender status private, Job Corps staff must respect those wishes. For example, Job Corps staff may not ask a transgender student questions about their transition or any gender-affirming care they have received or plan to receive unless such questions are necessary to address issues that may arise with the transgender student's health or medical treatment. In addition, medical information about individual students, including information related to a student's transition

and, in some circumstances, information about a student's transgender status, is protected by federal law, and disclosure must be limited.

If a student is transitioning while enrolled in the Job Corps program, the student may wish to disclose information to Job Corps related to the transition, such as the use of different name and pronouns. Staff must comply with the student's wishes in determining whether, when, and how this information is used. Students must not be discouraged from taking or delaying transition-related actions.

(f) Entrance Physical Examinations and Medical Issues

All Job Corps students are required to undergo an entrance physical examination within 14 days after entry. Health and wellness staff must be informed about the physical and mental health care needs of transgender students and provide appropriate referrals to obtain care, if needed or desired.

For some transgender students, the difference between the sex they are assigned at birth and their gender identity can lead to gender dysphoria. Expressing their gender in a way with which they are comfortable may help alleviate gender dysphoria. Job Corps center staff must be respectful of students who may experience gender dysphoria while on center. Gender dysphoria may be considered a disability under the Americans with Disabilities Act or related civil rights laws.

All students have access to the same medical and health care and must be treated with equal respect in provision of access to that medical and health care. For any Job Corps student who is under a regimen of medical care, Job Corps center staff will facilitate that student's access to prescribed medication and off-center medical care. In the case of transgender students, that regimen of medical care may include treatment for gender dysphoria, including gender-affirming care, and access to it must be facilitated. This is in alignment with PRH Exhibit 2-4: [Exhibit 2-4 Job Corps Basic Health Care Responsibilities.pdf](#). Job Corps center staff must direct any questions about state laws regarding the provision of gender-affirming medical care to OJC's national office.

If a transgender student seeks to obtain gender-affirming care or other treatment for gender dysphoria while enrolled in Job Corps, Job Corps center staff must provide the same level of support to access off-site medical care, including providing transportation, as would be provided to any student receiving medical care. Job Corps staff may approve a student's request to be transported by a friend, partner, or family member rather than Job Corps center staff. Job Corps center staff must direct any questions about state laws regarding the provision of gender-affirming care and/or parental notification/consent for minors to OJC's national office.

As with any other student, if a transgender student becomes unable to participate in Job Corps due to a medical condition, they must be considered for Medical Separation with Reinstatement Rights (MSWR) under the Policy and Requirements Handbook, 6.2, "Enrollments, Transfers, and Separations," R5 "Medical Separations."

(g) Career Transition Services and Assistance for Job Corps Graduates

Some transgender or gender-nonconforming students may wish to make changes to their identity documents, like changing their name or updating the gender marker.

Not all transgender or gender-nonconforming individuals need or want to change their identity documents, but for many, it is a critical step in their transition.

Transgender people may need to change a number of documents in order to live according to their gender identity, such as their:

- Driver's license
- Social security card
- Passport
- Bank accounts and records
- Credit cards
- Paychecks and other job-related documents
- Leases
- Medical records
- Birth certificate
- Academic records

It is important to know that not all transgender people may be able to make the changes they need to their IDs and other official documents. Job Corps center transition staff must assist students in updating documents, as requested, as they would for other students who desire such changes, including students who are adopted, who marry, or who divorce. Job Corps staff may disclose the difference between an individual's gender marker on their identity documents and their gender identity only to center staff for whom such disclosure is necessary, such as human resources or onboarding staff, and must take steps to prevent disclosure to others, such as a student's supervisor.

Transgender and gender-nonconforming students preparing for entry into the workforce often face additional career planning challenges related to their gender identity, including potential workplace harassment or discrimination. The workplace and the geographic location of employment can be quite different in terms of support for and acceptance of transgender and gender-nonconforming employees. Job Corps center staff may need additional training to understand how transgender and gender-nonconforming students can make the most of the resources in their local area, in order to access the most employment opportunities possible.

Discrimination in employment on the basis of gender identity is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. After Job Corps staff have received training on this notice, the relationship that the Job Corps program has built with employers in the community can provide excellent opportunities to educate those employers about the rights of transgender and gender-nonconforming applicants and employees.

Concern that an employer might be dissuaded from interacting with a Job Corps program because of the participation or visibility of transgender or gender-nonconforming students is not an adequate reason for the Job Corps program to fail to adopt policies ensuring all students' safety and inclusion in the program. Job Corps staff shall not discourage students

from presenting themselves in a manner consistent with their gender identity out of a concern that an employer might be uncomfortable with their identity. Indeed, such discouragement may be a form of unlawful discrimination in violation of Section 188 of the Workforce Innovation and Opportunity Act (WIOA), Title IX of the Education Amendments of 1972, and their implementing regulations.

If a transgender student believes that they are being discriminated against by an employer to which they are applying for a permanent job, Job Corps center staff must provide the student with information about how to file a complaint with the applicable civil rights enforcement agency. That agency may be the U.S. Equal Employment Opportunity Commission (EEOC); another federal agency, such as DOL's Office of Federal Contract Compliance Programs (OFCCP), which prohibits discrimination by covered federal contractors based on gender identity (among other protected bases); or a state or local agency. Information on how to file a complaint with the EEOC may be found at <http://www.eeoc.gov/employees/charge.cfm>. Information on how to file a complaint with OFCCP may be found at <http://www.dol.gov/ofccp/regs/compliance/pdf/pdfstart.htm>.

(h) Student and Staff Training

Job Corps students and staff may have varying levels of awareness and sensitivity about transgender individuals and their needs and rights.

The most effective way for center management to set the appropriately respectful tone for the Job Corps program is to lead by example. They must make clear that center staff must respect the gender identity and expression of all students and co-workers. To that end, center management must discuss appropriate behavior with students and staff, such as always using a person's correct name and pronouns and speaking up if transgender individuals are demeaned or harassed because of their gender identity or expression. Center management must also encourage staff and students to report gender identity-based harassment or otherwise prohibited conduct, including purposeful misgendering. If harassment is not promptly and effectively addressed, Job Corps may face legal liability that it otherwise could have mitigated (to benefit the student and the program).

Students and center staff must be made aware that the Job Corps Safety Hotline at 1-844-JC1-SAFE (844-521-7723) is available as a resource to report concerns related to gender identity-based harassment. In addition, centers are required to disseminate CRC's Complaint Information listed below to students and staff.

Education about gender identity and gender expression should be included in optional diversity and equal opportunity training programs for students. Student trainings can take the form of small, informal discussions in the dorms, or the topic could be included as part of a larger diversity training curriculum.⁵

Equal opportunity and nondiscrimination training of staff is critical, not only because it is

⁵ Students who have religion-based objections to participating in such trainings should consult with their supervisors regarding accommodations or exemptions that may be available under federal laws such as RFRA.

legally required but also because staff need to model appropriate behavior toward transgender and gender-nonconforming youth. Building this training into the onboarding process is one way Job Corps centers can ensure that staff have the training early in their employment to ensure compliance and to emphasize the importance of such education.

(i) Harassment and Bullying

Job Corps centers must promote and maintain an atmosphere free from harassment and bullying. Sex-based harassment is unwelcome conduct based on an individual's sex (which encompasses gender identity, including transgender status) that is objectively and subjectively offensive and so severe or pervasive that it limits or denies the individual's opportunity to participate in a Job Corps program. Depending on severity, one single incident of sex-based harassment may constitute prohibited harassment. Sexual harassment is a form of sex-based harassment that may include such conduct as making unwelcome sexual advances; making sexually offensive remarks, sexual gestures, or other communications of a sexual nature; or requests for sexual favors. Prohibited sexual harassment may occur between individuals of the same or different genders. Sex-based harassment does not have to be of a sexual nature and can include offensive remarks about a person's gender including behavior, comments, jokes, slurs, email messages, pictures, or other conduct based on a person's gender that contributes to an intimidating or offensive environment.

Bullying is unwanted, aggressive behavior by an individual or group toward another individual that involves a power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying can be a direct attack—teasing, taunting, threatening, stalking, name-calling, hitting, making threats, coercion, or stealing—or a more subtle attack through malicious gossiping, spreading harmful rumors, embarrassing someone in public, or intentionally excluding someone. Cyberbullying is bullying using electronic technology such as cell phones, computers, video game systems, and tablets.

Across the United States, transgender and gender-nonconforming individuals are disproportionately likely to be harassed and bullied. Harassment and bullying may inflict lasting harm or distress on the targeted individual, including physical, psychological, social, and educational effects.

Job Corps centers must take proactive measures to prevent both harassment and bullying of transgender and gender-nonconforming individuals. To mitigate the risk of harassment and bullying, Job Corps centers must adopt anti-harassment and anti-bullying policies and provide staff and student training. Job Corps centers must notify students and staff that the center will promptly respond to any reports of harassment or bullying, as well as publicize the disciplinary actions the center will take in response to infractions related to harassment and bullying.

Centers must train staff that reporting harassment and bullying to appropriate officials, regardless of protected class or whether the conduct rises to being illegal, is mandatory. Students' orientation programs must include a copy of the discipline policy and clearly identify the offices or individuals with whom students can speak confidentially, including the

center's Equal Opportunity (EO) officer.⁶ Orientation and student handbooks must also provide information about filing an EO complaint.⁷ Individuals who take actions such as filing a complaint, participating in a complaint investigation, or opposing unlawful discrimination are protected by law from retaliation.

Webinar schedules for gender identity and cultural diversity training are regularly posted on the JobCorps.gov website. Technical assistance is readily available through the National Office Health and Wellness Unit. The U.S. Department of Labor's Civil Rights Center (CRC) is also available to conduct trainings.

(j) CRC Complaint Information

Students and staff must be made aware of the complaint process available through CRC. If an applicant or student believes that they are being discriminated against based on their gender identity by a Job Corps center or contractor, another student, or an employer affiliated with the center, they may submit a complaint to the following:

Director
Civil Rights Center
ATTENTION: Office of External Enforcement
U.S. Department of Labor
200 Constitution Avenue, NW
Suite N-4123
Washington, D.C. 20210

Complaints can also be faxed to (202) 693-6505 or emailed to CRCEXternalComplaints@dol.gov. Directions for filing complaints are available at <http://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm>.

Inquiries about the application of civil rights laws must be addressed to CRC by phone at (202) 693-6500 (voice); by federal relay 711 or myfedvrs.tv (video); or by e-mail at CivilRightsCenter@dol.gov.

(k) Additional Resources

- Understanding Transgender People, Gender Identity and Gender Expression | American Psychological Association (<https://www.apa.org/topics/lgbtq/transgender-people-gender-identity-gender-expression>)
- Transgender and Non-Binary People FAQ | Human Rights Campaign (<https://www.hrc.org/resources/transgender-and-non-binary-faq>)
- Understanding Nonbinary People: How to Be Respectful and Supportive | National Center for Transgender Equality (transequality.org/issues/resources/understanding-nonbinary-people-how-to-be-respectful-and-supportive)

⁶ See also Job Corps' Policy and Requirements Handbook, Chapter 3.4, R1., Pages - ([jobcorps.gov](https://www.jobcorps.gov))

⁷ See also Job Corps' Policy and Requirements Handbook, [Exhibit 2-3 Menu of Progressive Discipline Interventions and Sanctions for Minor Infractions.pdf](#) ; ([jobcorps.gov](https://www.jobcorps.gov)); [Exhibit 2-1 Infraction Levels Definitions and Appropriate Center Actions.pdf](#) ([jobcorps.gov](https://www.jobcorps.gov)); [Exhibit 2-2 Requirements for the Conduct of Fact-Finding Boards.pdf](#) ([jobcorps.gov](https://www.jobcorps.gov))

- [Questionable Questions About Transgender Identity | National Center for Transgender Equality \(transequality.org /issues/resources/questionable-questions-about-transgender-identity\)](https://transequality.org/issues/resources/questionable-questions-about-transgender-identity)
- [Supporting the Transgender People in Your Life: A Guide to Being a Good Ally | National Center for Transgender Equality \(transequality.org/issues/resources/supporting-the-transgender-people-in-your-life-a-guide-to-being-a-good-ally\)](https://transequality.org/issues/resources/supporting-the-transgender-people-in-your-life-a-guide-to-being-a-good-ally)
- Transgender Health | The Endocrine Society
(<https://www.endocrine.org/advocacy/position-statements/transgender-health>)
- [The Struggle of Trans and Gender-Diverse Persons | United Nations Office of the High Commissioner for Human Rights \(https://www.ohchr.org/en/special-procedures/ie-sexual-orientation-and-gender-identity/struggle-trans-and-gender-diverse-persons\)](https://www.ohchr.org/en/special-procedures/ie-sexual-orientation-and-gender-identity/struggle-trans-and-gender-diverse-persons)

5. **Effective Date.** Immediately until superseded.

6. **Expiration Date.** Until superseded.

7. **Inquiries.** Inquiries about this PIN must be directed to JobCorpsDPCP@dol.gov.